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DATE: November 14, 1990

TO: District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM: Gary D. Taylor
Engineer of Construction

SUBJECT: CONSTRUCTION INSTRUCTIONAL MEMO. 1990-18
PRIME CONTRACTOR STATEMENT OF DBE/MBE/WBE/HBO
SUBCONTRACTOR PAYMENTS

Recently the Department has implemented a procedure which will permit us to verify actual expenditures with Disadvantaged Business Enterprises (DBE) as required by 49 CFR 23.49 and the MEEBOC reporting requirements for procurement from Disadvantaged, Minority, Women, and Handicapper owned firms.

The purpose of the attached Prime Contractor Statement is to provide documentation of the progress made by prime contractors' toward meeting the designated participation goals on all projects by the DBE/MBE/WBE/HBO subcontractors.

The prime contractor is required to submit to the Resident/Project Engineer a completed statement form (attached) once every three months by the first of each month as per the schedule specified in the attached document.

The Resident/Project Engineer will, with-in 7 days, review the statement and do the following:

1. Make any comments relative to information provided.
2. If the statement is for a period during which the work on the project is completed, indicate this fact in the comments.
3. Retain a copy of the statement for the project file.

4. Forward the statement to the office of Small Business Liaison (OSBL). OSBL will review the statement and provide the Financial Services Division with a copy of any statements that require further action.

This document is a part of a DBE special provision which has been incorporated in the project proposal.

Resident/Project Engineers are requested to comply with this interim requirement and also provide a copy of this memorandum to local government engineers under their jurisdiction. A Construction Circular letter will follow with complete detail on the subject matter.

Engineer of Construction

attachment

GDT: GCT: ajs

cc: Lansing Staff Engineers	Lansing Staff Technicians
S. Cummins	S. Olszewski
D. Vanderberg	H. Rentz (FHWA)
R. Anderson (OSBL)	L. Hostetler (OSBL)
MRBA	

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